

Business Improvement Grant (BIG) Program

CONTRACTOR GUIDE

The Chula Vista Business Improvement Grant (BIG) Program (“Program”) has been developed to provide grants for exterior improvements to commercial development along Third Avenue and Broadway Avenue within Chula Vista’s Redevelopment Project Areas. The Program is designed to make improvements to the appearance and energy efficiency of businesses and shopping centers in these business communities. Business and/or Property Owners (“Applicants”) who participate in the Program will need to request two contractor bids for the improvement(s) they wish to have done as part of this Program. In collaboration with the City, the owners will ultimately select one or multiple contractors to make repairs to their business or property. In addition to improving the Third Avenue and Broadway Avenue business communities, the City hopes this program can improve energy efficiency and provide opportunities for contracting work in Chula Vista, in spite of the building slowdown. We hope you will take the time to register with the City so we can promote your services as part of this program on our “Preferred Contractor List.”

Map of Area

The BIG program is only available to property and business owners located within the Redevelopment Project Areas in the Third Avenue and Broadway Avenue business communities (see map below).



Program Marketing

The City of Chula Vista is marketing the BIG program directly to property and business owners within this area. Business that demonstrate interest and a willingness to work with the City are being selected to participate in the Program. No additional marketing of this Program by contractors will be necessary.



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CONTRACTOR GUIDE

We ask for your assistance in allowing business and property owners to make their own choice of contractor for this program without solicitation.

Contractor Eligibility

To be eligible to participate in this program, contractors must provide the following *:

- ☐ Current State Contractor's License
- ☐ Current City of Chula Vista Business License
- ☐ Certificate of Worker's Compensation
- ☐ Agreement acknowledging Prevailing Wage requirement
- ☐ Form W-9

*Contractors will only be required to present this information to the City if their bid is selected for a job

Eligible Repairs

Program participants can use the loans available through this program to make the following exterior improvements to their properties or businesses:

- **Window Repair/Replacement**
- **Awning Addition/Replacement**
- **Roof Water Runoff Management** (*storm gutter repair and replacement*)
- **Signage** (*recommend use of channel lettering*)
- **Exterior Paint** (*recommend use of light-colored, reflective, low-VOC paint*)
- **Exterior Lighting** (*recommend use of energy efficient fixtures*)
- **Landscaping** (*installation of xeriscape plants or artificial turf; replacement of sprinklers with drip irrigation*)

Maximum Loan Amount

The maximum amount that participants can obtain through the BIG program is \$20,000. Contractors can assist the business/property owner by applying for SDG&E energy efficiency rebates. The incorporation of these rebates into the project cost may result in a more competitive bid. For reference, the link to SDG&E's business retrofit incentives for business is:

<http://sdge.com/documents/business/savings/express/EEProductCatalog.pdf>.



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Application Process and Checklist

You may check off the steps on the chart below as you complete them.

Step	Explanation
1) Initial Meeting: <input type="checkbox"/> Attend an initial Contractor meeting to review this and other City of Chula Vista Programs	<i>Optional meeting held in November 2010</i>
2) State Contractor License: <input type="checkbox"/> Submit proof of your State Contractor License to get on the Contractor List for the program	<i>The Contractor List will be available to all Applicants</i>
3) Bidding: <input type="checkbox"/> When contacted by the Applicant, Contractor prepares scope of work and bid (Cost for any required permit(s) should be included in bid)	<i>Applicants must submit two separate bids for the approved work to be done on their property or business</i>
4) Bid review: <input type="checkbox"/> City assists in reviewing bids <input type="checkbox"/> Applicant selects one bid	<i>City staff will assist in reviewing bids, and Applicant will contact the contractor whose bid is selected</i>
5) Contractor Information: <input type="checkbox"/> Current copy of City of Chula Vista Business License <input type="checkbox"/> Evidence of Liability Insurance in the amount of \$1,000,000.00, listing City of Chula Vista as additional insured <input type="checkbox"/> Evidence of Auto Insurance Liability in the amount of \$1,000,000.00 <input type="checkbox"/> Certificate of Workers' Compensation <input type="checkbox"/> Agreement acknowledging Prevailing Wage requirement <input type="checkbox"/> Form W-9	<i>Contractors selected must submit a number of required items. Also, because this program is funded with public monies, contractors must pay State Prevailing Wage to all employees working on the project. For more information on prevailing wage, go to the Department of Industrial Relations web page (http://www.dir.ca.gov/dlsr/PWD/index.htm) or call the prevailing wage hotline at (415)703-5050.</i>
6) City sends " Notice to Proceed " to the Applicant once the application is approved. Applicant signs and return the " Notice to Proceed " to the City, and notifies Contractor that work may begin.	<i>The Notice to Proceed details the scope of work approved for payment under the grant. Contractor should request a copy. Any work completed outside of the scope must be paid for directly by the property/business owner.</i>
7) Once work is completed to Applicant's satisfaction, Contractor submits request for payment to Applicant: <input type="checkbox"/> Invoice for the work completed <input type="checkbox"/> Completed Payroll Form	<i>Applicant pays Contractor directly</i>

For further questions about the Contractor List, the BIG program or the bidding process, please contact the Project Coordinator, Janice Kluth, at 619-691-5022.

We look forward to working with you!